



**DRAFT**

**MONTANA STATE EMPLOYERS COUNCIL  
EXECUTIVE BOARD MEETING MINUTES**

**Tuesday – October 1, 2001**

**Helena Job Service Workforce Center**

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**Board Members Present:**

Barb Kain, Patty Guiberson, Mark Heinert, Carolyn DeYoung, Roy Hagen, Cliff Johnson, Jim Hunt

**Recorder:** Kathy Yankoff, State JSEC Coordinator

**Guests:** Gordy Higgins & Lorelee Robinson – Department of Labor & Industry

**I. CALL TO ORDER:** Patty Guiberson called the meeting to order.

- A. Introductions: Self-introductions were made of all present.
- B. Agenda Changes: None.
- C. Approval of Minutes from 04/09/01: Minutes were approved as submitted.
- D. Correspondence: None

**II. REPORTS AND UPDATES:**

- A. Treasurer's Report (Mark Heinert): A copy of the Treasure's Report was passed out to all members present. Revenue since the last report (May 22, 2002) totals \$64,054.26. \$60,000 of that is JMG private sector funds we agreed to accept as a pass-through to help establish the JMG Foundation. The rest is from the Silent Auction (\$1,871.50), Raffle (\$1,115.50), sales of our mugs/folios/pen (\$434), a donation from the disbanded Shelby JSEC (\$537.28) and interest earnings. Expenses since the last report total \$1,939.53. The primary costs included: \$500 for payment of one JMG scholarship; \$843 to purchase our promotional items; \$376.38 for meeting and raffle expenses; \$160 for a SHRM membership for Bozeman; \$50 for an IAPES silent auction item. A separate sheet accounting for the raffle income, expenses, net proceeds and calculation of the Lewistown JSEC share (\$82.98) was attached.  
Action: Roy moved to accept the report as submitted and Cliff seconded the motion. Motion passed. A signed copy of the report was given to Kathy for the permanent file.

- B. Department & Division Update: Gordy Higgins, Job Service Programs Bureau Chief, provided an overview of legislative actions that may impact our Department and/or Division.
  - On the national level, there are lots of reauthorizations in the works – such as WIA, TAA/NAFTA and TANF.
  - At the NASWA (National Association of State Workforce Agencies) Conference in Kansas City last week, there was discussion of ES and UI reform that could turn funding over to the states. This is a proposal by Pres. Bush that could be considered and pass in the new session of Congress. ES folks are not as supportive of this idea as when it was originally proposed.
  - At the state level, the Special Session set the stage for the next biennium with the budget shortfall having an impact on all of state government. Our Department is lucky that we have a very small amount of General Fund money in our budget so the impact isn't as bad as for other Departments. This year all state employment security agencies have received an additional federal allocation through the Reed Act (tied to the FUTA trust fund). Montana's share of this distribution is \$18.5 million. Our Department is currently working on a plan to most effectively use these monies.
  - In the short term, we have decided to use \$4.11 million of the Reed Act monies to backfill our ESA account so it can support some programs currently funded with general funds. This includes: JMG, State Employees Job Registry and Apprenticeship & Training, along with some funds to Youth Challenge, School for the Deaf & Blind and Vocational Rehabilitation.
  - Since this impacts the ESA account, the Department is currently strategizing on what to do to keep the ESA whole and keep our commitment to employers on the use of that tax set-aside.
  - The hiring freeze has affected the Department by making the process to fill openings more lengthy. Since our positions are largely federally funded, most vacancies will be filled – but there is more paperwork to justify the hiring.
  - Gordy serves on a task force for two-year education, which includes representation from the Board of Regents, Office of Economic Opportunity and our Department. One goal of the task force is to raise

awareness of the role two-year institutions can play in providing businesses with customized training for their workers.

- The Department is part of the SAM (State Agency Management) Team to coordinate workforce development programs. Members include DLI, Office of Public Instruction, Office of the Commissioner of Higher Education, and Department of Public Health & Human Services.
- Jim Hunt asked Gordy if any of the Department's funds are being used directly by the State for the General Fund shortfall. The answer was no.

C. Jobs for Montana's Graduates: JMG State Coordinator, Lorelee Robinson thanked the Board for their past support of JMG and presented the following information:

- JMG is currently in 44 schools (1/3 of all high schools) in the state including 8 reservations and 8 alternative schools. There are 56 Job Specialists working with the local programs, serving about 1000 students.
- Because of the budget shortfall, which has had a ripple effect on JMG – Lorelee will be trying to rally support with the legislature. She may be calling on some JSEC folks to help during the session.
- There has been some staff turnover. The Job Specialist in Billings has left after 10 years with JMG. Marg Reilly retired this summer after 12 years with JMG and a total of 40 years with the State. Marilyn Dalmiller replaced Marg. She has a lot of background in foundations and is devoting a lot of time on getting the JMG Foundation up and running. She is attempting to find Board members and would particularly like to find someone with accounting background to serve (all eyes were on Mark).
- The goal for the Foundation is to continue to provide scholarships, as well as help fund local JMG programs and pay for staff and Board development. The long-term goal is to establish self-sufficient funding for JMG. JMG may also explore expanding their mission in regards to how they can assist two-year colleges with employment skills. There is also a big need with middle school kids.
- The Fall Leadership Conference will be in Great Falls at the Holiday Inn on 10/23 (Tuesday). Each JMG school will bring 8 students to participate. JSEC Board members are welcome to attend.
- The National Leadership Conference will again be in Washington, D.C. in early December. At this time, Lorelee is planning to take 4 students.
- Jim Hunt commented on how sorry he was to see School-to-Work funding end and wondered about future possibilities. Cliff Johnson – retired school administrator – stated that schools are always having to set priorities on spending and that School-to-Work advocates need to do a good sales job with their local Superintendent and Board of Education in order to continue or restore the good things that were begun with School-to-Work.

D. School to Work (Kathy Yankoff):

Kathy reported that School to Work has transitioned to the sustainability phase. Each of the agencies currently participating in the state level Systems Team has pledged to continue meeting and to provide technical assistance to local communities. Some regions of the state have been working to establish regional foundations.

- E. 2002 Annual Meeting Evaluations (Kathy Yankoff): Kathy distributed copies of the evaluation compilations. Overall, the meeting was very highly rated. The Business Showcase to Hi-Heat Industries was a big hit. Myra Golden's evaluations were mixed from very high to so-so. The customer satisfaction topic may have been too much of a repetition for many Job Service folks. Once again, there were a few comments requesting the meeting be fewer days for JSEC. Kathy will discuss this with the Bureau Chiefs and consider ways we could consolidate agenda items for JSEC into one or 1-½ days.
- F. USDOL Business Relations Group (Kathy): Kathy is happy to inform the Board that US Department of Labor has begun to place a higher emphasis on cultivating our relationships with business customers. They have formed a Business Relations Group within the Department in D.C., which has begun to implement various initiatives focused on the business customer. One initiative is the National Business Partnerships – which attempts to create better working relationships between local Workforce Centers and national chains, such as Home Depot and Toys "R" Us.
- G. National Business Engagement Consortium (Kathy): Montana is one of 7 states participating in a USDOL funded project geared to developing strategies to market one-stop services to business customers. Other states in the Consortium are Alaska, Iowa, Kentucky, Missouri, New Hampshire and Washington. Kathy has been the Department's representative on the Consortium since the departure of Bob Simoneau. The campaign will launch in all seven states in January and run through June. The Montana marketing campaign will take place in 4 test areas – Kalispell/Polson, Missoula, Butte/Anaconda and Miles City.

## WORKING LUNCH

- H. 2003 Annual Meeting Planning Update (Kathy): Plans are progressing well for next year's annual meeting in Hamilton. Because rooms at the meeting site Holiday Inn are limited, Kathy will make sure all Board members have reservations there. They will be able to accommodate all our meeting needs and could also be the site of the banquet on Wednesday night. Kathy, Raini Williams and Kathy Steil reviewed a number of options for the keynote speaker – with videotapes for examples of their style and message. After much consideration, we decided to contract with Alyce Cornyn-Selby from Portland. Kathy distributed some handouts about Alyce. The training topics will be Self-Sabotage & Creative Procrastination with an additional topic of Teamwork & Team Sabotage. We try to stay under \$5,000 for keynote costs and Alyce's normal fee for one topic plus travel expenses is just under that amount. She will

do the additional topic of Teamwork and Team Sabotage for \$500. Kathy requested the Board consider assisting with either her travel expenses or the \$500 for the second topic.

**Action:** Carolyn made a motion that the Council pay the \$500 for the second topic. Barb seconded the motion. Discussion followed. Motion passed.

Other ideas mentioned for the agenda included having Dave Laber, Jim Nys or a panel of business folks discuss some human resource topics. We might also arrange a presentation by one or more of the Business Advocates.

### III. OLD BUSINESS:

- A. JSEC Brochure Committee Recommendations (Kathy): Copies of the draft brochure prepared by the Committee were distributed for review and discussion. For the most part, the Board approved of the draft. The following changes were suggested: change enhancing to enhancement in the What does JSEC do panel; add state contact information – name/phone/e-mail for State Coordinator and the State JSEC website at the bottom of How do I get involved panel; draw more attention to the action verbs in the Why is JSEC a powerful tool panel; and add the ADA statement somewhere in the document. Three different ideas for an enhancing the logo were considered. All preferred the middle sample with JSEC & Job Service Employer Committee in an ellipse within the state outline. Kathy will get with Tami Rhodes, who has been the primary layout techie on the project to have her make the adjustments.
- B. Draft Policy on Financial Assistance to local JSECs (Kathy): Copies of a draft policy were distributed for review and discussion. One addition was suggested to the second bullet under the Application Process section. In addition to the amount requested, the application should also indicate the date funds are needed. Kathy will make that change then send out for review and comment. She will ask Committees to provide comment no later than December 1<sup>st</sup>. Jim suggested the policy be sent out on a different color paper to make it more eye-catching.
- C. National SHRM membership renewal for State Coordinator (Kathy): Kathy's national SHRM membership will be coming up for renewal in the next few months. Cost is \$160 a year.  
**Action:** Carolyn made a motion to pay the \$160 for the membership renewal. Mark seconded the motion. No discussion. Motion passed.

### IV. NEW BUSINESS:

- A. Takin' Care of Business Appreciation Program (Kathy): Kathy would like to implement some type of program to recognize best practices of the Business Advocates at the annual Advocate training. She requested the Board provide some financial assistance to either fund a small thank-you gift for everyone, or some type of recognition item for one or more individuals. There was some concern about diluting the impact if everyone gets something.  
**Action:** Roy made motion to have the State Council provide some sort of plaque to recognize outstanding efforts from Advocates. Barb seconded the motion. Discussions followed. Motion carried.
- B. Other – JMG Funding: Barb noted we had not addressed the issue of funding assistance for the JMG D.C. trip.  
**Action:** Carolyn made a motion to provide \$50 in spending money for each student attending and up to \$400 for clothing, etc. Cliff seconded. No discussion. Motion carried.
- C. Other – Spring Executive Board Meeting: The next Board meeting will be on April 9<sup>th</sup>, 2003 in Helena. Board members noted they liked the 10:00 a.m. to 2:00 p.m. timeframe with a working lunch.

### V. ADJOURN:

The meeting was adjourned at 2:00 p.m.